



Dear Human Resources Directors,

Thank you for your continued support of the Workforce Planning efforts. The FY20 Workforce Plan template, instructions and instructional webinars have been published on DHRM [website](#). The template is in Microsoft Excel format, consistent with last year. These enhancements have been incorporated to make the process easier:

- Agency prior year data is included in the template as a reference to input current FY data. This data is protected to ensure only your agency can view. The access pin is in a file in the agency repository on HuRman.
- A report preview section is embedded into the template, so as data is entered a preview of the analytics to be included on the report are viewable.
- The final report has been expanded so the text and figures appear in larger font.
- Data reports to support the completion of the workforce plan template will be placed in the Agency Repository on HuRman no later than mid-July for FY2020.

The [mandate](#) for completing an annual workforce plan, as outlined in the Code of Virginia, is still in place. The plans are due **Wednesday September 30, 2020**. If you anticipate difficulties meeting the deadline, please let us know immediately.

Please send questions related to the template or the workforce planning process to the [questions portal](#). Responses will be incorporated into FAQs and future webinars. Any other questions can be addressed by [Sumi Lanneau](#) by phone 804.441.5273.



[www.dhrm.virginia.gov](http://www.dhrm.virginia.gov)

May 29, 2020